

THE POST OFFICE, MAIL DELIVERY and MAIL PROBLEMS

Your address: it looks the same, is said the same, but used in different ways by 911 and the post office.

We are 911 emergency Services. Our primary responsibility is to **get emergency responders (fire, police and ambulance)** to you in a timely manner. On the Government Tier, we are County level. When you dial 911 in an emergency, you will provide your street address and municipality. For example:

555 Eagle Valley Dr, Haines Twp.

The Post Office is Federal Government. The Post Office is responsible for: *(all of these issues listed below are postal issues)*

- Delivering mail and/or packages
- Determining where to place your mailbox
- Determining which post office you are to use *(they have their delivery boundary line map)*
- Forwarding your mail if you move or your address changed *(you have to notify them of the change)*
- *Linking your post office box to your 911 service address so you can receive*

If you build a new house or if your address changes: notify the post office **8 weeks** in advance of your official new address AND your move in date/change date. It takes the post office management team in Pittsburgh 8 weeks to incorporate your new or changed address into their system and routing sheets. This 8 week period of time also allows you sufficient time to transition the change with all of your essential contacts like PennDOT, Financial Institution, Insurance Agencies, Credit Card, Tax Assessment office, Utility Companies and so on.

If you have trouble with your mail and packages, try resolving the issue with the local post office. If that is not successful, contact Pittsburgh Address Management at 412-359-7850 and ask for Pam.

PROPER ADDRESSING FOR MAIL

Mail is now read and sorted by machines. There is a proper way to write or type an address on an envelope to ensure delivery according to Pam at Pittsburgh Address Management. So keep in mind when writing 8/B or 6/G or 7/1.

The post office regulations for addressing envelopes is shown below *(includes a post office box address if you have one)*. If you write this information out of order, you are guaranteed to have delivery issues.

Please use the following format to ensure smooth service.

Example: Name
 123 E Main Street
 PO Box 123
 Anytown PA 168XX